

**LIBRARY OF VIRGINIA**

Archival and Records Management Services Division
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS LOCATOR INVENTORY

(Form RM-20 July 2008)

1. Agency / Locality		2. Division / Section				
Schedule and Series Number	Records Series Title or Type	Location	Date Range	Format (PAPER, FILM, ELECTRONIC)	Approx. Volume	Record, Non-Record, or Reference
3. Inventoried By:		4. Telephone Number and Extension		5. Inventory Date		Page ____ of ____